

Guide for Personal Care Representative to Direct Personal Care Aide Services

1. A Personal Care Representative directs the delivery of Personal Care Aide services as approved on the Service Plan, on behalf of this recipient.
2. A Personal Care Representative is not eligible to receive reimbursement for acting as a Personal Care Representative or for providing personal care aide services.
3. A Personal Care Representative has the ability and desire to direct, manage, and take responsibility to direct personal care for this recipient.
4. A Personal Care Representative has the ability and desire to choose the PCA Provider Agency or Intermediary Service Organization, to select PCA caregivers, to arrange the PCA's schedule and to guide the PCA in the delivery of PCA services.
5. A Personal Care Representative must be capable of making choices for this recipient about activities of daily living, understand the impact of these choices, and assume responsibility for these choices.
6. A Personal Care Representative selects the Personal Care Aide for the recipient from a list of qualified PCAs employed by the Intermediary Service Organization (ISO), who maintains as the employer of record and manages the administrative functions.
7. A Personal Care Representative is responsible for developing a back up plan and for obtaining a back up caregiver, should the regularly scheduled PCA, employed by an ISO, be absent.
8. A Personal Care Representative is responsible for reviewing and verifying service delivery records of the recipient to insure the service plan was followed, thereby authorizing Medicaid to be billed.